



City of Hamilton
HAMILTON CYCLING COMMITTEE
AGENDA

Meeting #: 21-001
Date: January 6, 2021
Time: 5:45 p.m.
Location: Council Chambers, Hamilton City Hall
71 Main Street West

Rachel Johnson, Project Manager - Sustainable Mobility (905) 546-2424 ext. 1473

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1. APPOINTMENT OF CHAIR AND VICE CHAIR	
2. APPROVAL OF AGENDA (Added Items, if applicable, will be noted with *)	
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Hamilton

HAMILTON CYCLING COMMITTEE (HCyC) MINUTES

Wednesday December 2, 2020

5:45 p.m.

Virtual Meeting

Present: Chair: Chris Ritsma
Vice-Chair: Sharon Gibbons
Members: Ann McKay, Kevin Vander Meulen, Cora Muis, Gary Rogerson, Yaejin Kim, William Oates, Cathy Sutherland, Jeff Axisa, Jessica Merolli, Jane Jamnik and Christine Yachouh

Absent with Regrets: Councillor Esther Pauls, Kate Berry, Roman Caruk, Councillor Terry Whitehead, and Joachim Brouwer

Also Present: Rachel Johnson, Project Manager, Sustainable Mobility
Daryl Bender, Project Manager, Active Transportation

1. APPROVAL OF AGENDA

(Merolli/Gibbons)

That the transit program, Mountain Climber be added to today's agenda under Item 7, Discussion.

CARRIED

(Merolli/Rogerson)

That the agenda of the December 2, 2020 meeting of the Hamilton Cycling Committee be approved, as amended.

CARRIED

2. DECLARATIONS OF INTEREST

None

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

(i) November 4, 2020 (Item 3.1)

(Mckay/Muis)

That the minutes of the November 4, 2020 meeting of the Hamilton Cycling Committee be approved, as presented.

CARRIED

4. COMMUNICATIONS

None

5. CONSENT ITEMS

None

6. STAFF PRESENTATIONS

None

7. DISCUSSION ITEMS

(Ritsma/Gibbons)

That the Committee reorder the Discussion Items (Item 7) on the agenda as follows: Review of HCyC Monthly Meeting Dates (Item 7.2), Integrity Commissioner Investigation Report (Item 7.3), Women in Cycling Research (Item 7.4), Regulation of E-Scooters (Item 7.5), Mountain Climber (Added Item 7.6) and Planning and Project Updates (Item 7.1).

CARRIED

(i) Review of HCyC Monthly Meeting Dates (Item 7.2)

The Committee discussed changing the date and time at the meetings. Staff and the Chair will engage Councillors to find alternative meeting dates that work with their schedule. Staff will then create a new online poll, using Doodle, for Committee members. The meeting dates will take into consideration the availability of rooms at City Hall for 2021. The next HCyC meeting will take place on Wednesday January 6, 2021.

(ii) Integrity Commissioner Investigation Report (Item 7.3)

Concerns were raised by the Committee following Report FCS20086 respecting the Submission of Integrity Commissioner Investigation Report - Complaint Filed Against a Citizen Committee Member. The Committee is seeking clarification around roles, responsibilities and definitions from Clerks.

(iii) Women in Cycling Research (Item 7.4)

The Committee has been interested in facilitating research around women and cycling and will seek a local organization to conduct this research.

(Merolli/Jamnik)

That the Committee request a proposal from Cycle Hamilton for the delivery of gender and cycling research using an intersectional lens.

CARRIED

(iv) Regulation of E-Scooters (Item 7.5)

The Committee discussed the upcoming Report PED20134/PW20050 respecting Regulation of E-Scooters.

(Gibbons/Vander Muelen)

That Jessica Merolli be authorized to submit a delegation request to Public Works Committee, on behalf of the Hamilton Cycling Committee, for the purpose of delegating respecting Report PED20134/PW20050 respecting Regulation of E-Scooters.

CARRIED

(v) Mountain Climber Program (Added Item 7.6)

A few Committee members and Staff met with Transit regarding the Mountain Climber program. Transit/ HSR is planning to provide a Report to Councillors in 2021 describing Mountain Climber operations. Additionally, Transit/ HSR is planning to conduct additional level-of-use data in 2021. Three Mountain Climber stops were discussed in detail, Waterdown Rd, Kenilworth Ave and St Joseph's/ Charlton/ James/ John locations.

(vi) Planning and Project Updates (Item 7.1)

Staff provided the Committee with a written update on 2020 cycling infrastructure projects and 2021 planned projects. A map of 2021 projects was also provided.

Staff will engage the Staff responsible for GRIDS 2 to see if they are available to give a presentation to the Committee at a later date.

(Merolli/Rogerson)

That the updates from Staff on Planning and Project Updates be received.

CARRIED

8. MOTIONS

(i) Bill 148, Doored But Not Ignored Act, 2019 (Item 8.1)

(Merolli/McKay)

WHEREAS, Bill 148 is a bill to amend the Highway Traffic Act. The bill requires that police officers collect the necessary information to create a report on violations of clause 165(1) of the Act that involved a motor vehicle and cyclists, commonly referred to as dooring;

THEREFORE, BE IT RESOLVED:

- (a) That the following feedback from Hamilton Cycling Committee be forwarded to Public Works Committee for consideration:
 - (i) That, Public Works Committee formally endorse Bill 148, Doored But Not Ignored Act, 2019; and,
 - (ii) That, Public Works Committee forward to the Police Services Board the Hamilton Cycling Committee's recommendation that Hamilton Police Services bring their practices of data collection and reporting in line with the regulations outlined in Bill 148 in relation to clause 165(1) of the Highway Traffic Act, notwithstanding the outcome of Bill 148, Doored by Not Ignored Act, 2019.

CARRIED

(ii) Updates on the City of Hamilton Recreational Trails Master Plan (Item 9.1)

(Merolli/Axisa)

WHEREAS, the mandate of the Hamilton Cycling Committee is to monitor implementation of the Hamilton Cycling Master Plan;

WHEREAS the 2016 City of Hamilton Recreational Trails Master Plan is are included in the Hamilton Cycling Master Plan;

WHEREAS the 2017 Hamilton Cycling Master Plan reported an increase of 84.6% of on-road bicycle lanes between 2009 and 2017, but only a 12.1% increase in off-road Multi-Use Recreational Trails; and,

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WHEREAS the 2016 City of Hamilton Recreational Trails Master Plan falls under the mandate of the Parks and Cemeteries department;

THEREFORE, BE IT RESOLVED:

- (a) That, the Hamilton Cycling Committee request Staff from the Parks and Cemeteries department provide the Hamilton Cycling Committee with the following information in a written report/table to be distributed ahead of the Committee's monthly meeting with agenda:
- (i) Ward
 - (ii) Priority number on Hamilton Cycle Master Plan
 - (iii) Segment/KM Added (Street to Street & KM added to the network)
 - (iv) Feedback Stage which could include specific motions in the minutes relating to recommendations from committee or questions
 - (v) Relevant Meeting Dates (Public Works Committee Date/Environmental Assessment Feedback Date)
 - (vi) Updates since last meeting (This would include only information that is different from a previous meeting)

CARRIED

Sample Table:

Project/Resurface	Ward	Priority	Segment/Km Added	Design	*Feedback	PW Committee Date	Updates Since last meeting
2020 Planned Install							
Hunter	2	1	MacNab to Catharine 2.1KM	Paint Bike Lane with road diet & osp review – 2 way Bike Lane	<i>Level 3</i> Motion: 4.3	(November 25, 2020) (First Quarter 2020) (2020)	- Planned install beginning 1 st week December - Councillor has concerns - Issue with design (see report)

**Level 1:* Design feedback (structural, design, flow, connections, materials)

Level 2: Preliminary Design feedback (discuss areas of concern brought by staff, widths markings, last minute design)

Level 3: Tweaks (Final design nearing completion, last minute issues and improvements)

**(iii) Request an Update to the Advisory Committee Procedural Handbook
(Item 9.2)**

(Merolli/Axisa)

WHEREAS, the Advisory Committee Procedural Handbook was last updated on July 17, 2020;

WHEREAS, the Advisory Committee Procedural Handbook does not clearly define the limits or scope of advocacy or advising;

WHEREAS, Committee members frequently need to ask Staff and the Clerk's Office for clarification on procedural rules that are not addressed in the Advisory Committee Procedural Handbook; and,

WHEREAS, Committee members are subject to review by the Ethics Commission of Hamilton.

THEREFORE, BE IT RESOLVED:

- (a) That, the Hamilton Cycling Committee formally request that the Advisory Committee Procedural Handbook be updated to include the following information:
 - (i) That a clear definition of activities that are classified as advocacy, and therefore beyond the scope of Advisory Committees;
 - (ii) That clarification on the powers of the Advisory Committees as Boards under Section 198.1 of the Municipal Act, including the extent to which the Advisory Committees can direct staff to provide information necessary to fulfil the mandate of the Committee;
 - (iii) That clarification on how Advisory Committees should be forwarding their formal advice to Council and its sub-committees;
 - (iv) That clarification on how Citizen Committee Reports should be drafted and approved; and,
 - (v) That clarification on the role of Councillors who sit on Advisory Committees in the development of the advice offered in the meetings.

CARRIED

(iv) Formation of Bike Share Working Group (Item 9.3)

The Committee discussed that there was value in creating a working group around micro-mobility and bike share but will wait until 2021.

(Merolli/Gibbons)

That the Formation of a Bike Share Working Group be deferred to future meeting, when the timing is more relevant.

CARRIED

9. NOTICE OF MOTION

(Merolli/Rogerson)

That the Rules of Order be waived to allow for the introduction of the following Notice of Motions as Motions at this meeting respecting, Updates on the City of Hamilton Recreational Trails Master Plan (Item 9.1).

CARRIED

(Merolli/Rogerson)

That the Rules of Order be waived to allow for the introduction of the following Notice of Motions as Motions at this meeting respecting, Request an Update to the Advisory Committee Procedural Handbook (Item 9.2).

CARRIED

(Merolli/Rogerson)

That the Rules of Order be waived to allow for the introduction of the following Notice of Motions as Motions at this meeting respecting, Formation of Bike Share Working Group (Item 9.3).

CARRIED

10. GENERAL INFORMATION / OTHER BUSINESS

None

11. ADJOURNMENT

(Gibbons/Merolli)

That, there being no further business, the meeting adjourned at 7:45 p.m.

Respectfully submitted,

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Chris Ritsma
Chair, Hamilton Cycling Committee

Rachel Johnson
Project Manager, Sustainable Mobility
Transportation Planning, Planning & Economic Development

Letter to Advisory Committees

RE: Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes

One of the Clerk's Office goals for 2020 was to clarify the Committee structure and to streamline some of the Advisory Committees processes.

This process began with a reorganization of the Committee Listing Page on the City of Hamilton's website. Originally the webpage listed all Committees alphabetically which did not illustrate the reporting structure of Committees. The Clerk's Office received feedback from the community that the listing was confusing, and have therefore, reorganized to show the different levels of Committees, how they are classified, and to which Committee the Committee reports to. The reorganized webpage can found at the following link: <https://www.hamilton.ca/council-committee/council-committee-meetings/committee-listing>.

Another task that the Clerk's Office is working on with the Advisory Committee Staff Liaisons is the format of Advisory Committee agendas and minutes to be in a similar form to those of Committees of Council. Advisory Committee minutes are now being reviewed by one designated Legislative Coordinator, to ensure that all Advisory Committees are following a standard format.

Like all Committees of Council, Advisory Committee minutes are approved at their next Committee meeting, and then sent up to their respective Standing Committee to be received. Staff Liaisons are to send their draft minutes to the designated Legislative Coordinator prior to the minutes being approved at their next Advisory Committee meeting, in order to ensure that the final version of the minutes are in the proper format being approved at their respective Standing Committee. Staff Liaisons are to forward the approved minutes of their Advisory Committee meetings to their respective Standing Committee Legislative Coordinator in a timely fashion.

Additionally, like all Committees of Council, if the Advisory Committee wishes to move a motion that requires approval, a Citizen Committee Report is required. A Citizen Committee Report should contain some background information and the motion that was approved by the Advisory Committee and are prepared by the Staff Liaison. Once completed, they should be sent to the designated Legislative Coordinator for review. Once reviewed the Citizen Committee Report is signed by the Chair and forwarded to their respective Standing Committee in a timely fashion, as these requests are usually time-sensitive requests.

Please find below a list of examples of when a Citizen Committee Report would be required:

WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee

- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (e.g. a speakers event)
- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings

The Clerk's Office is also currently working on updating the Volunteer Advisory Committee Handbook to incorporate amendments respecting virtual meetings, etc. Advisory Committees can expect to be contacted by the Clerks Office for feedback on the changes to the Handbook prior to going to Governance Committee for adoption.

The Office of the City Clerk is committed to working with all members and staff liaisons to provide procedural advice and clarification on City processes and policies.

Sincerely,

Clerk's Department

City of Hamilton

Proposal: Addressing Hamilton's Cycling Gender Gap

Proposal

That Cycle Hamilton research and prepare a series of recommendations for the Hamilton Cycling Committee to address the cycling gender gap over the next five years.

Background

According to the City of Hamilton, women account for only 30% of the people who cycle in Hamilton. Research has identified a variety of reasons why cities often see a cycling gender gap, including a lack of infrastructure, personal safety concerns, trip patterns, data collection methods and the intersection of gender, race, class and other individual characteristics in cycling and transportation.

While many North American cities have similar gender gaps, it is not inevitable. Leading cycling cities like Copenhagen and Amsterdam have much more equal representation amongst people who cycle. We appreciate the Committee's desire to gain a better understanding of why this gap exists in our city and how we can address it.

Project Details

As part of this proposed project, Cycle Hamilton will prepare a report that can help guide the Hamilton Cycling Committee's work to address the gender gap in cycling in Hamilton. We will complete this work in three stages;

1. **Literature Review:** Research and summarize relevant studies and best practices from similar jurisdictions related to cycling, gender and intersectionality. This review will inform our approach to the community roundtable as well as the recommendations produced.
2. **Community Roundtable:** Bring community members together for a (virtual) discussion about the lived experiences of people cycling in Hamilton, with a special focus on the barriers related to the cycling gender gap. We will partner with leading organizations in the community to promote this discussion and thoughtfully engage roundtable participants.
3. **Recommendations Report:** Produce a series of Hamilton-specific recommendations to address the city's cycling gender gap in the next five years. The recommendations will be based on best practices derived from the literature review and lessons learned from the community roundtable.

Our Team

Cycle Hamilton is a membership organization working to make Hamilton the best place for anyone to get around by bike. We are well positioned to lead this project because of our strong community network, connection to local stakeholders and understanding of the local and global cycling context. We also have an expert team with research and policy experience to lead this project, including:

- **Jamie Stuckless:** Jamie has a decade of experience in transportation policy advocacy and most recently served as the Executive Director of the Share the Road Cycling Coalition. She has prepared influential policy briefing notes for various road safety organizations and industry publications, including OGRA's Milestones Magazine and the CITE quarterly newsletter. She also co-authored an op-Ed on the cycling gender gap in The Hamilton Spectator (2018), completed a Master's in Geography from McMaster University (2010) and is an alumnus of the Maytree Policy School (2018).
- **Elise Desjardins:** Elise holds a Master of Public Health degree and is currently a PhD candidate in Geography at McMaster University. Her Master's thesis focused on cyclists' travel patterns and perceptions of the built environment in Hamilton. In addition to her strong background in research, she has managed several successful outreach events in coordination with Cycle Hamilton and the City of Hamilton, including Bike Month and Winter Bike to Work Day activities. Elise served as the Friendly Streets Hamilton Project Manager from 2017 to 2018, and is the founder of a cycling mentorship program with chapters at McMaster and in the broader Hamilton community.
- **Our Board:** Our Board of Directors (Board) is comprised of 9 Directors: Mark Anderson, Chelsea Cox, Vikram Hardatt, Calloway Johnson, Jay Krause, Abigail Little, Lynda Lukasik, Eva Salinas, and Rachel

Weldrick. Each board member brings a unique perspective, background, and skill set - including significant expertise in non-profit leadership, strategic communications, research methodology, community engagement, and transportation planning. The Board will act in an advisory and oversight role to the research project.

Budget

Item	Description	Cost
Literature Review	15 hours @ \$45/hr.	\$675
Community Roundtable (virtual)	10 hours @ \$45/hr. and \$100 honoraria to partner organizations (3)	\$650
Recommendations Report	15 hours @ \$45/hr.	\$675
Admin		\$300
	Total	\$2,400

Timeline

Proposed start date: January 11, 2021

We anticipate that this project will be completed within four months.